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**Website : [www.citcchandigarh.com](http://www.citcchandigarh.com)**

## Course Syllabus: Advance Diploma in Computer Software and Hardware

**Batch Name: Advance Diploma in Computer Software**

**Course Start: 1st of Every Month**

**Eligibility: 12th**

**Course Duration: 350 Hours**

### Courses / Modules Paper

#### Module 1

Paper 1	Paper 2
MS Office, Tally	DTP(CorelDraw, Photoshop, PageMaker)

#### Module 2:

Paper 1	Paper 2
Language C, HTML	PC Hardware & Installation

#### Module 1

##### Paper 1: MS Office, Tally

##### MS Office:

##### MS Word

#### 1: MS Word Home Tab

- 1.1 Introduction
- 1.2 Elements of MS Word
- 1.3 Explaining the Ribbons

#### 2: MS Word Insert Tab

- 2.1 Insert
- 2.2 Pages
- 2.3 Tables
- 2.4 Illustrations
- 2.5 Links
- 2.6 Headers and Footers
- 2.7 Text Group
- 2.8 Symbols

#### 3: MS Word Mailing

- 3.1 Create
- 3.2 Start Mail Merge

#### 4: MS Word References

- 4.1 Table of Contents
- 4.2 Footnotes
- 4.3 Citation and Bibliography
- 4.4 Caption
- 4.5 Index
- 4.6 Table of Authorities

#### 5: MS Word Review

- 5.1 Proofing
- 5.2 Comments
- 5.3 Tracking
- 5.4 Changes
- 5.5 Compare
- 5.6 Protect

#### 6: MS Word Views

- 6.1 Document View
- 6.2 Show/Hide
- 6.3 Zoom Group
- 6.4 Macro

#### MS Excel

#### 7: Introduction to Excel

- 7.1 Introduction
- 7.2 History of Excel
- 7.3 Uses of MS Excel
- 7.4 Important Components of Excel
- 7.5 Excel Window Overview
- 7.6 Font
- 7.7 Alignment
- 7.8 Clip Board
- 7.9 Number Formatting
- 7.10 Conditional Formatting
- 7.11 Format as Table
- 7.12 Cell Styles
- 7.13 Cells
- 7.14 Editing

#### 8: MS Excel: Data

- 8.1 Get External Data
- 8.2 Sort and Filter
- 8.3 Data Tools

#### 9: MS Excel: Insert

- 9.1 Tables
- 9.2 Illustrations
- 9.3 Charts
- 9.4 Links

#### 10: MS Excel: Page Layout

- 10.1 Themes
- 10.2 Page Setup
- 10.3 Scale to Fit
- 10.4 Sheet Options
- 10.5 Arrange

#### 11: MS Excel: Review

- 11.1 Proofing
- 11.2 Comments
- 11.3 Changes

#### 12: MS Excel: View

- 12.1 Workbook Views
- 12.2 Show/Hide
- 12.3 Zoom
- 12.4 Window Group
- 12.5 Macros

#### MS Power Point

#### 13: Power Point: Home

- 13.1 Starting MS Power Point
- 13.2 Elements of MS Power Point
- 13.3 Clip Board
- 13.4 Slides
- 13.5 Font Group
- 13.6 Paragraph
- 13.7 Drawing Groups
- 13.8 Editing Group

#### 14: Power Point: Insert

- 14.1 Insert: Introduction
- 14.2 Tables
- 14.3 Illustrations Group
- 14.4 Links
- 14.5 Text Group
- 14.6 Media Group

#### 15: Power Point: Design

- 15.1 Page Setup
- 15.2 Adding Themes to Presentation
- 15.3 Changing Slide Background
- 15.4 Variants

#### 16: Power Point: Animation

- 16.1 Animations: Introduction
- 16.2 Timing Group

- 16.3 Add Custom Animation to Objects
- 16.4 Add Animations to Text
- 16.5 Custom Animation as Exact Effect
- 16.6 Motion Path under Custom Animation
- 16.7 Removing Animation
- 16.8 Transition to This Slide Tab
- 16.9 Advance slide

### 17: Power Point: Slide Show

- 17.1 Slide Show: Introduction
- 17.2 Slide Show Starting from the Beginning
- 17.3 Setup Group

### 18: Power Point: Review

- 18.1 Proofing
- 18.2 Comments
- 18.3 Protect Presentation

### 19: Power Point: View

- 19.1 View: Introduction
- 19.2 Presentation View Group
- 19.3 Show/Hide
- 19.4 Zoom
- 19.5 Color Tab
- 19.6 Window Tab
- 19.7 Macro

### MS Access

#### 20: MS Access-Overview

- 20.1 What is MS Access?
- 20.2 Advantages and Features of MS Access
- 20.3 Difference between Access and Excel
- 20.4 Architecture of MS Access
- 20.5 MS Access Objects
  - Tables
  - Queries
  - Forms
  - Reports
- 20.6 Other MS Access Objects
  - Macro
  - Module
- 20.7 Creating MS Access Database
  - Create Blank Database
- 20.8 Data Types Used in MS Access
  - Short Text
  - Long Text
  - Number
  - Date/Time

#### 21: MS Access-Creating Tables

- 21.1 Create Tables
- 21.2 Storing Data in Tables
- 21.3 Table Design View

#### 22: MS Access-Query Data

- 22.1 What is Query in MS Access?
- 22.2 Create Select Query
- 22.3 Query Criteria
- 22.4 Action Queries
- 22.5 Types of Action Queries

#### 23: MS Access-Relating Data

- 23.1 Introduction
- 23.2 Normalization
- 23.3 Defining Relationships
- 23.4 Types of Relationships
  - One-to-Many Relationships
  - Many-to-Many Relationships
  - One-to-One Relationships
  - Make-Table
- 23.5 Creating Relationships

#### 24: MS Access-Grouping Data

- 24.1 Aggregate Query
- 24.2 Aggregate Query Functions
  - Sum
  - Avg
  - Min
  - Max
  - Count
  - StDev
  - Var
- 24.3 Concatenation of Data
- 24.4 Summarizing Data
  - Cross Tab Query

#### 25: Joins and Query Wizard

- 25.1 What is Join?
- 25.2 Types of Joins in Access
  - The Inner Join

- The Outer Join
- The Left Outer Join
- The Right Outer Join
- Self Join

#### 25.3 Concatenation of Data

- 25.4 Summarizing Data
  - Cross Tab Query

#### 25.5 Query Wizard

- Duplicated Query wizard
- Unmatched Query Wizard

#### 26: MS Access- Forms

- 26.1 Creating Forms
- 26.2 Two Basic Types of Forms
  - Bound Forms
  - Unbound Forms
- 26.3 Types of Bound Forms
  - Single Item Form
  - Multiple Item Form
  - Bound Forms
  - Split Forms
- 26.4 Creating Forms
- 26.5 Form Design
- 26.6 Modify Form
  - Themes
- 26.7 Navigation Form
- 26.8 Form Controls
  - Combo Box
  - Text Box
  - Label
  - Tab Control
  - Hyperlink
  - Check Box
  - List Box
  - Attachment
  - Image

#### 27: MS Access- Reports

- 27.1 Creating Report
- 27.2 Create Report by Report Design
- 27.3 Formatting Reports

#### 28: MS Access- Macros & Built-in Functions

- 28.1 What are Macros?
- 28.2 Creating a Macro
- 28.3 Formatting Reports
- 28.4 Built-in Functions
  - Date & Time Functions
  - DateDiff() Function
  - Format() Function
  - Iif() Function

#### 29: Data Import and Export

- 29.1 Import Different Types of Data
  - MS Excel
  - ODBC Database
  - Text Files
  - XML Files
- 29.2 Data Export
- 29.3 Data Export Formats
  - MS Excel
  - MS Access, XML Files
  - ODBC Database, Text Files

### Tally

#### 1: Accounting Info: Functioning of Software

- 1.1 Introduction
- 1.2 Book Keeping
- 1.3 Objectives of Book keeping
- 1.4 What is accounting?
- 1.5 Accounting Process
- 1.6 Advantages of Accounting
- 1.7 Limitations of Accounting

#### 2: Basic Accounting Terms

- 2.1 Accounting Terms

#### 3: Accounting Principles & Assumptions

- 3.1 Introduction
- 3.2 Generally Accepted Accounting Principles
- 3.3 Basis of Accounting
- 3.4 Accounting standards
- 3.5 Benefits of accounting standards

#### 4: Accounting Equations

- 4.1 What is Accounting Equations?
- 4.2 Breaking down Accounting

#### 5: Accounting Vouchers

- 5.1 Introduction
- 5.2 Vouchers
- 5.3 Cash Memo
- 5.4 Cash Receipt
- 5.5 Payment Receipt
- 5.6 Purchase Voucher
- 5.7 Sales Vouchers
- 5.8 Debit Note
- 5.9 Credit Note
- 5.10 Difference b/w Debit & Credit Note

#### 6: Accounting Rules

- 6.1 Introduction
- 6.2 Account
- 6.3 Meaning of Debit & Credit
- 6.4 Types of Credit
- 6.5 Golden Rule of Accounting

#### 7: Journal

- 7.1 Definition
- 7.2 Practical Questions

#### 8: Ledger

- 8.1 What is Ledger?

#### 9: Cash Book

- 9.1 Introduction
- 9.2 Features
- 9.3 Kind of Cash Book
- 9.4 Practical Questions

#### 10: Trial Balance

- 10.1 Trial Balance

#### 11: Final Accounts

- 11.1 Introduction
- 11.2 Trading Account
- 11.3 Profit & Loss Account

#### 12: Introduction to Tally ERP9

- 12.1 How to install Tally ERP9
- 12.2 Activate License
- 12.3 Work on Education Mode

#### 13: Company Formation

- 13.1 Creating a Company
- 13.2 Tally vault Password
- 13.3 Select Company
- 13.4 Alter & Modify Company
- 13.5 Shut a Company
- 13.6 Gateway of Tally

#### 14: Ledger Creation

- 14.1 Introduction
- 14.2 Main Functions
- 14.3 Groups by Defaults
- 14.4 Creating Groups
- 14.5 Creating Ledgers

#### 15: Voucher Entries

- 15.1 Introduction
- 15.2 Accounting Vouchers
- 15.3 Contra Vouchers
- 15.4 Payment Vouchers
- 15.5 Receipt Vouchers
- 15.6 Journal
- 15.7 Purchase
- 15.8 Sales
- 15.9 Debit note and Credit note

#### 16: Course Centres and Budgets

- 16.1 Introduction to Cost Centres
- 16.2 Budgets

#### 17: Inventory Info

- 17.1 Introduction
- 17.2 Inventory Information
  - To Create Stock Group
  - Create Stock Items
  - Displaying and Altering Stock items

#### 18: Purchase Order

- 18.1 Purchase Order

#### 19: Sales Order

- 19.1 Sales Order



## Paper 2:

### DTP(CorelDraw, Photoshop,PageMaker

#### CorelDraw

##### 1: Getting Started with Corel Draw

- 1.1 Introduction to Corel Draw
- 1.2 Features of Corel Draw
- 1.3 Corel Draw Interface
- 1.4 Toolbox
- 1.5 Common Tasks
- 1.6 Setting up a Page in Corel Draw
- 1.7 Creating Drawings/Pages

##### 2: Drawing and Coloring

- 2.1 Starting and Opening Drawings
- 2.2 Selecting Objects
- 2.3 Creating Basic Shapes
- 2.4 Reshaping Objects
- 2.5 Applying Color Fills and Outlines
- 2.6 Saving Drawings
- 2.7 Backing-up and Recovering Files
- 2.8 Choosing Colors
- 2.9 Creating Custom Color Palettes

##### 3: Working with Lines, Outlines and Brush Strokes

- 3.1 Drawing Lines
- 3.2 Formatting Lines and Outlines
- 3.3 Closing Multiple Line Segment
- 3.4 Applying Brush Strokes
- 3.5 Spraying Objects along a Line
- 3.6 Drawing Flow and Dimension Lines

##### 4: Drawing Shapes

- 4.1 Drawing Rectangles and Squares
- 4.2 Drawing Ellipses, Circles and Arcs
- 4.3 Drawing Polygons and Stars
- 4.4 Drawing Spirals
- 4.5 Drawing Grids
- 4.6 Drawing Pre-defined Shapes
- 4.7 Drawing Using Shape Recognition

##### 5: Working With Objects

- 5.1 Selecting Objects
- 5.2 Copy, Duplicate, and Deleting Objects
- 5.3 Copying Object Properties and Effects
- 5.4 Positioning Objects
- 5.5 Aligning and Distributing Objects
- 5.6 Changing the Order of Objects
- 5.7 Rotating and Mirroring Objects
- 5.8 Grouping Objects
- 5.9 Combining Objects

##### 6: Working With Symbols

- 6.1 Creating, Editing, and Deleting Symbols
- 6.2 Using Symbols in Drawings
- 6.3 Managing Collections and Libraries
- 6.4 Sharing Symbols between Drawings

##### 7: Filling Objects

- 7.1 Applying Uniform Fills
- 7.2 Applying Fountain Fills
- 7.3 Applying Pattern Fills
- 7.4 Applying Texture Fills
- 7.5 Applying Mesh Fills

##### 8: Applying Effects

- 8.1 Blends
- 8.2 Distortion
- 8.3 Contour Effects
- 8.4 Lens Effects Transparency
- 8.5 Power Clips

##### 9: Working with Pages

- 9.1 Specifying the Page Layout
- 9.2 Choosing a Page Background
- 9.3 Adding, Renaming and Deleting Pages
- 9.4 Using Rulers
- 9.5 Setting the Grids
- 9.6 Setting up Guidelines
- 9.7 Setting the Drawing Scale

##### 10: Working with Text

- 10.1 Adding and Selecting Text
- 10.2 Changing the Appearance of Text
- 10.3 Text Tool
- 10.4 Artistic and Paragraph Text
- 10.5 Embedding Objects into Text
- 10.6 Wrapping Text around Object

- 10.7 Linking Text to Objects
- 10.8 Aligning and Spacing Text
- 10.9 Shifting and Rotating Text

##### 11: Working with Bitmaps

- 11.1 Converting Vector Graphics to Bitmaps
- 11.2 Adding Bitmaps
- 11.3 Cropping and Editing Bitmaps
- 11.4 Applying Special Effects to Bitmaps
- 11.5 Applying Color and Tone Effects
- 11.6 Removing Dust and Scratch Mark

##### 12: Publishing to Web

- 12.1 Preparing Files for Web Publishing
- 12.2 Publishing to HTML

##### 13: Publishing to PDF

- 13.1 Save Document as PDF File
- 13.2 Reducing PDF File Size
- 13.3 Preparing PDF Files for a Service Bureau
- 13.4 Optimizing PDF Files

##### 14: Web Resources

- 14.1 Importing Files
- 14.2 Exporting Files

### PhotoShop

##### 1:Introduction to Photoshop

- 1.1 Introduction
- 1.2 Navigating Photoshop
- 1.3 Menus and Panels
- 1.4 Opening new file
- 1.5 Opening existing file

##### 2: Getting started with Photoshop

- 2.1 Exploring the Toolbcx
- 2.2 Application Bar and option Bar
- 2.3 Exploring panels and menus
- 2.4 Creating and Viewing a new document
- 2.5 Customizing the interface
- 2.6 Setting Preferences

##### 3: Working with Images

- 3.1 Zooming and panning Images
- 3.2 Working with Multiple images
- 3.3 Undoing steps with history
- 3.4 Adjusting Color with new Adjustments Panel
- 3.5 The new Master page
- 3.6 The new note Tool
- 3.7 Auto-Blend, Auto-Align Layers Command
- 3.8 3D commands

##### 4: Resizing and Cropping Images

- 4.1 Understanding Pixels and resolution
- 4.2 The Image size Command
- 4.3 Interpolation Option
- 4.4 Resizing for print and web
- 4.5 Cropping and Straightening an Image
- 4.6 Adjusting Canvas size and canvas rotation

##### 5: Working with basic selection

- 5.1 Selection with Elliptical Marque tool
- 5.2 Using Magic Wand and Free Transform Tool
- 5.3 Selection with Regular and Lasso Tool
- 5.4 Combining selection
- 5.5 Using Magnetic Lasso tool
- 5.6 Using Quick Selection Tool
- 5.7 Modifying Selections

##### 6: Getting Started with Layers

- 6.1 Understanding the Background Layer
- 6.2 Creating, Selecting, Linking and Deleting the Layers
- 6.3 Locking and Merging Layers
- 6.4 Copying Layers, Using Perspective and Layer
- 6.5 Filling and Grouping Layers
- 6.6 Introduction to Blending Modes
- 6.7 Blending Modes, Opacity and Fill
- 6.8 Creating and Modifying Text

##### 7: Printing in Photoshop

- 7.1 Using the Brush tool
- 7.2 Working with Color and Swatches
- 7.3 Creating and using Gradients
- 7.4 Creating and working with Brushes
- 7.5 Pencil and Eraser Tools
- 7.6 Painting with Selection

##### 8: Photo Retouching

- 8.1 The Red Eye Tool

- 8.2 The Clone Stamp Tool
- 8.3 The Patch Tool & Healing Brush Tool
- 8.4 The Spot Healing Brush Tool
- 8.5 The Color Replacement Tool
- 8.6 The Toning and Focus Tool

##### 9: Color Correction

- 9.1 Color Spaces and Color Modes
- 9.2 The Variation Command
- 9.3 Auto Commands
- 9.4 Adjusting Levels
- 9.5 Adjust Curves, Non Destructively with Adjustment Layers

##### 10: Using Quick Mask Mode

- 10.1 Quick Mask Option
- 10.2 Painting a Selection
- 10.3 Saving and Removing a Selection

##### 11: Working With Pen Tool

- 11.1 Understanding Paths and Pen Tool
- 11.2 Creating Straight and Curve Paths
- 11.3 Creating Combo Paths
- 11.4 Creating Clipping Paths

##### 12: Special Effects

- 12.1 Getting Started With Photoshop Filters
- 12.2 Smart Filters
- 12.3 Creating Text Effects
- 12.4 Applying Gradient to Text

### Page Maker

##### 1: Introduction to publishing

- 1.1 Overview of traditional Publishing
- 1.2 Overview of Desktop Publishing
- 1.3 Overview of PageMaker
- 1.4 Starting PageMaker

##### 2: Introduction to PageMaker

- 2.1 Starting a new Publication
- 2.2 Page Setup
- 2.3 Target Printer
- 2.4 Saving a Publication
- 2.5 Using a story editor to create & place text
- 2.6 Working with Text Blocks
- 2.7 Enhancing the Publication
- 2.8 Printing a Publication

##### 3: Placing and Manipulating

- 3.1 Assembling one page publication by importing
- 3.2 Assembling multi page publication by importing
- 3.3 Processor
- 3.4 Text flow option
- 3.5 Manual
- 3.6 Automatic
- 3.7 Semi-Automatic
- 3.8 Placing text in columns

##### 4: Importing and Manipulating Graphics

- 4.1 Importing Graphics
- 4.2 Placing Graphics within a document
- 4.3 Working with graphics on the pasteboard
- 4.4 Cropping a graphic
- 4.5 Resizing a graphic

##### 5: Text and Graphic

- 5.1 Additional Story Editor features
- 5.2 Find/Change
- 5.3 Spell Check
- 5.4 Combining graphics with text
- 5.5 Text Wrap and Standoff
- 5.6 Customizing the Graphics boundary

##### 6: Selection

- 6.1 Using pagemaker template to create new Publications
- 6.2 Master Pages
- 6.3 Locking and Merging Layers
- 6.4 Copying Layers, Using Perspective and Layer
- 6.5 Header
- 6.6 Footer
- 6.7 Page number
- 6.8 Styles

##### 7: Printing in Photoshop

- 7.1 Using the Brush tool
- 7.2 Working with Color and Swatches
- 7.3 Creating and using Gradients



**Module 2:**

**Paper 1: Language C, HTML  
Language C**

**1: Introduction of C**

- 1.1 History
- 1.2 Why C language
- 1.3 Getting g started with C
- 1.4 Writing first program: hello world
- 1.5 Algorithm and flowchart
- 1.6 Understanding the structure and syntax of C
- 1.7 C programming style

**2: Fundamentals of C**

- 2.1 Introduction
- 2.2 Character set
- 2.3 Keywords
- 2.4 Identifiers
- 2.5 Variables
- 2.6 Data types
- 2.7 Constants
- 2.8 Declaring a keyword
- 2.9 Reading data from keyboard

**3: Operators and expressions**

- 3.1 Introduction
- 3.2 Arithmetic operator
- 3.3 Increment and Decrement operator
- 3.4 Assignment operator
- 3.5 Relational operator
- 3.6 Logical operator
- 3.7 Conditional operator

**4: Control Statements**

- 4.1 Introduction
- 4.2 Branching statements
  - If
  - Nested if
  - If else
  - Nested if else
- 4.3 Looping statement
  - For loop
  - While loop
  - Do while loop
- 4.4 Jumping statement
  - Goto
  - Break
  - Continue

**5: Function in C**

- 5.1 Introduction
- 5.2 Types of functions
- 5.3 Types of user define functions
  - No return type with no arguments
  - Return type with no arguments
  - No return type with arguments
  - Return type with arguments
- 5.4 Need of functions
- 5.5 Scope rules
- 5.6 Recursion
- 5.7 Function using arguments
  - Call by value
  - Call by reference

**6: Array in C**

- 6.1 Introduction
  - Declaration of Array
  - Initializing an array
  - Accessing an Array
- 6.2 One-dimensional array
- 6.3 Two-dimensional array
  - Nesting of loops
- 6.4 Multi-dimensional array
- 6.5 Dynamic Array

**7: Pointers in C**

- 7.1 Introduction
- 7.2 Declaration of pointers
- 7.3 Initialization of pointers
- 7.4 Accessing variable through pointer
- 7.5 Pointer to a pointer
  - Declaring a double pointer
- 7.6 Operation on pointer
  - Increment and decrement operator
  - Addition & subtractions of constant value
  - Subtracting two pointers
  - Comparison between two pointers
- 7.7 Pointer to array
- 7.8 Array to pointer
- 7.9 Passing pointer as a function
- 7.10 Pointer to structure

**8: Structures in C**

- 8.1 Introduction
- 8.2 Defining a structure
- 8.3 Declaring a structure member
  - Declaring structure variable separately
  - Declaring structure variable along with Definition
- 8.4 Accessing structure member
  - With Dot operator
  - With arrow operator
- 8.5 Structure initialization
- 8.6 Array of structure
- 8.7 Using structure as a function argument
  - Passing structure member as an argument
  - Passing structure variable as an argument
  - Passing structures pointer as an argument

**9: Union in C**

- 9.1 Introduction
- 9.2 Declaration of union
- 9.3 Accessing union member
- 9.4 Bit field

**10: Input and output**

- 10.1 Introduction
- 10.2 Standard files
- 10.3 Formatted input output
  - scanf()
  - printf()
- 10.4 Unformatted input output
  - getchar()
  - Getch()
  - gets()
  - putchar()
  - puts()
- 10.5 Error Handling
  - errno
  - strerror
  - Perror

**11: File I/O**

- 11.1 Introduction
- 11.2 Needs of files
- 11.3 Types of files
  - Text files
  - Binary files
- 11.4 Files operations
  - File creation
  - Opening a file
  - Reading data from file
  - Writing data to file
  - Closing a file
- 11.5 Reading writing text files
  - getc()
  - putc()
  - getw()
  - putw()
  - getchar()
  - putchar()
  - fprintf()
  - fscanf()
- 11.6 Reading writing binary files
  - fread()
  - fwrite()

**HTML**

**1: Starting with HTML**

- 1.1 Introduction to HTML
- 1.2 What is HTML
- 1.3 HTML Versions
- 1.4 Web Browsers
- 1.5 HTML Editors
- 1.6 HTML Tags

**2: HTML Images**

- 2.1 HTML Images
- 2.2 alt attribute with images
- 2.3 style Attribute
- 2.4 Change the Height and Width of Image
- 2.5 Images as a Floating
- 2.6 HTML Images as a Link
- 2.7 Background Images
- 2.8 The <picture> Element
- 2.9 HTML Images vs Title Attribute

**3: Links in HTML**

- 3.1 Link

- 3.2 HTML Links
- 3.3 The Target Attribute
- 3.4 Images as Link
- 3.5 HTML Links Titles
- 3.6 External Paths
- 3.7 HTML Link Colors

**4: HTML Lists**

- 4.1 List
- 4.2 Types of Lists in HTML
  - Unordered List
  - Ordered List
  - Definition List

**5: HTML Tables**

- 5.1 Table Introduction
- 5.2 HTML Table-Adding Borders
- 5.3 HTML Table-Collapsed Borders
- 5.4 The Empty-cells Property
- 5.5 Table Heading Alignment
- 5.6 Cell Padding and Border Spacing
- 5.7 Cells that Span many Columns
- 5.8 Cells that Span many Rows
- 5.9 Adding a Caption
- 5.10 Table Styling

**6: HTML Forms**

- 6.1 The <form> Element
- 6.2 Text
- 6.3 Radio Button Input
- 6.4 The Submit Button
- 6.5 Attributes
- 6.6 Grouping Form Data with <fieldset>
- 6.7 The <select> Element
- 6.8 The <option> Element
- 6.9 Visible Values
- 6.10 Allow Multiple Selection
- 6.11 The <textarea> Element
- 6.12 The <datalist> Element
- 6.13 The Output Element
- 6.14 Input Type Password
- 6.15 Input Type Reset
- 6.16 Checkboxes
- 6.17 Input Type Color
- 6.18 Input Type Date
- 6.19 Input Type Email
- 6.20 Input Type Number
- 6.21 Input Type Range
- 6.22 Input Type Search
- 6.23 Input Type Tel
- 6.24 Input Type Time
- 6.25 Input type URL
- 6.26 Input Type Week
- 6.27 Input Attributes

**7: HTML Blocks and Classes**

- 7.1 HTML Blocks Introduction
- 7.2 The <div> Element
- 7.3 The <span> Element
- 7.4 Using the Class Attribute
- 7.5 Using the id Attribute
- 7.6 HTML Iframes

**Paper 2: PC Hardware & Installation**

**1: Hardware/Software Installation**

- 1.1 Computer Components
  - Input Unit
  - CPU
  - Output Unit
  - Main Memory
  - Secondary Memory
- 1.2 Hardware Assembling
- 1.3 Computer Peripheral Hardware
  - Buses
  - CD
  - Pen Drives
  - Network Card
  - Sound Card
  - Video Card
- 1.4 Troubleshooting
- 1.5 Connections
- 1.6 Software Installation